

## **18. ATTENDANCE POLICIES**

**Attendance at all rehearsals and concerts in which the student performs is mandatory**, with the exception of illness, religious holidays, death in the family, or mandatory attendance at a school function. We also suggest attendance at Pinellas Youth Symphony concerts in which the student is not performing.

### **PLANNED ABSENCE OR TARDINESS:**

Any student who anticipates being absent or tardy from a rehearsal or concert must submit a Planned Absence Form, detailing the reason(s) and date(s) for each anticipated absence or tardiness. This form must be submitted at least 2 weeks prior to an absence. In addition if a student must be absent from a concert, he or she must discuss this with the student's orchestra Conductor as far in advance of the concert as possible.

***An absent student's music must be present during a missed concert, regardless of the reason for a student's absence***

### **UNPLANNED ABSENCE:**

**Any unexpected absence requires the student to call the PYS Voicemail (438-3149) before 1:00 p.m. on the day of the rehearsal** (regardless of reason for absence, excused or unexcused). Leave a clear message as to the nature of the absence on Voicemail, which the Director checks before rehearsals.

### **REPEATED ABSENCES :**

Repeated absences, excused or unexcused, result in a reduction in performance ability and may cause reseating, exclusion from an upcoming concert or dismissal from the program with no tuition refunded. ***A third unexcused absence in a semester may result in dismissal with no tuition refunded.***

**TARDINESS:** Students who are late to a rehearsal must immediately report to their orchestra with as little disruption as possible, unless asked to wait. ***Sit in any available chair until break***, at which time you may speak to your conductor concerning moving into your chair. **Students who report late to a rehearsal shall report to the conductor or room parent at the break to account for their tardiness.** Repeated tardiness may be cause for disciplinary action or loss of performance opportunity. A second unexcused tardy constitutes one unexcused absence.

## **19. NON-STUDENT REHEARSAL ATTENDANCE**

Rehearsals are open to parents and visitors, unless specifically announced by the Conductor or Administrative Staff. The Conductor does not tolerate disruptive behavior during rehearsal. Disruptive behavior, such as talking or continued noise, is cause for the dismissal of the disruptive individual(s) from the rehearsal. Please, no verbal or physical contact with the student during a rehearsal unless necessary.

## **20. TRANSPORTATION AND PARKING**

Transportation is the responsibility of the student and his/her family. Please arrange for the timely arrival of students and for prompt pick up at rehearsals' end. For possible car-pooling opportunities, direct inquiries to the administrative staff. **All PYS students and families have been assigned parking all in the furthest northeastern lower parking lot, across the street from the Marcia P. Hoffman Performing Arts Institute.**

## **21. REHEARSAL FACILITIES AND POLICIES**

Rehearsals are held on Sunday afternoons/early evenings at the Marcia P. Hoffman Education Institute at Ruth Eckerd Hall, located on 1111 McMullen Booth Road in Clearwater. Beginning Strings and String Consort classes are offered at alternative sites with locations TBA once enrollment is determined. **String classes offered at**

**alternative sites are determined by the number of interested students who register.** PYS reserves the right to cancel classes serving less than 6 students. Any changes in class location or time will be announced to the students by email, flyers, and on the website.

**Leaving Rehearsal Site:** Students may not leave the rehearsal site during rehearsal or go to the parking lot without specific permission. *If it is necessary for a student to leave the facility, the student first must notify the room parent or Administrative Staff.*

**Room Set-Up/Take-Down:** Although your rehearsal room may be set up for you, it is the responsibility of each student to assist with set up and break down of rehearsal areas. Student responsibility includes remaining in the rehearsal area until the room is back in its original condition. *Before percussion students leave the facility, all percussion equipment must be stored properly.*

Refreshments other than bottled water are prohibited in rehearsal rooms; this policy includes staff, parents, students, and visitors. All rehearsal facilities are non-smoking areas. This policy includes staff, parents, students and parking areas.

## **22. PERFORMANCE FACILITY RESTRICTIONS**

**Performance Facility Restrictions:** The various performance facilities utilized by our organization have specific rules regarding recording devices, photographic equipment, etc. Notification will be given before concerts to address any rules that pertain to specific concerts. Please direct questions to the Executive Director.

## **23. CONCERT OPPORTUNITIES**

Concert opportunities arise throughout the year. A **preliminary calendar, included in this handbook, is subject to updates during the season.** Check for concert announcements well in advance and look for information published on our website at **www.pysmusic.org**. Each student will receive an informational flyer at least one week prior to any concert. If there are any questions not answered by the flyer, please speak with the conductor, email queries to **pysdirector@yahoo.com** or call PYS Voicemail (727) 438-3149.